

INTRODUCTION

Businesses can use Georgia Tax Center (GTC) to import the Annual G1003 Withholding File. Importing is one method of submission for smaller sized companies.

Follow these instructions to import any [tax template](#) or [XML file](#) available on the Department's website.

*****NEW TO FILING PAYROLL TAXES? NEED TO KNOW WHAT TO FILE?** Check out the [Employer's Tax Guide](#) for definitions and explanations of all requirements, forms, tables and tips.

Downloading the G1003 Template

1. Navigate to <http://dor.georgia.gov>. Click **Taxes** → **Georgia Tax Center Info**



2. Click the [Tax Templates](#) hyperlink



- Click the [Withholding](#) hyperlink

Taxes	Motor Vehicles	Forms	Alcohol & Tobacco	Rules & Policies	Office of the Commissioner	Help
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Tax Templates

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- Click the [Withholding G-1003](#) hyperlink

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Home » Withholding Template

Withholding Template

Effective 4th Quarter 2015: Use the template "G7 ...(4Q15)" beginning with 4Q15 going forward. The previous template should only be used to file or amend returns 3Q15 and earlier.

Instructions: After completing the template, save the file as an Excel 97-2003 Workbook (*.xls). Log into GTC, click on the withholding payroll number, select the return period and Import the template. For additional information about this return, please visit the Department of Revenue [Withholding Tax Forms section](#).

[Withholding G-7 Return for Monthly or Semi Weekly Payers](#)

[Withholding G-7 Return for Quarterly Payer \(4th Quarter 2015\)](#)

[Withholding G-7 Return for Quarterly Payer](#)

[Withholding G-1003](#) 

- Click on the **Attachment** *G1003ImportTemplateWinstruc.xls*



Home » Withholding G-1003 Tax Template

Withholding G-1003 Tax Template

January 21, 2016
After completing your return document, login to GTC to import the Excel file. For additional information about this return, please visit the Department of Revenue Withholding Tax Forms [section](#). Withholding Misc. Customers: Please note that the G-1003 template has been updated to include a section for Withholding Film Tax filing.

Attachment	Size
 G1003ImportTemplateWinstruc.xls	91.5 KB

- View and populate the Excel template

Click on above links to navigate to the appropriate tab.

NOTE: When entering the social security number in the W2S tab, do not use dashes.

Importing the G1003 Template

- Log in to GTC (<https://gtc.dor.ga.gov>)
- Click on the [Withholding Tax](#) Account ID hyperlink
- Click the [Return List](#) hyperlink
- Click [File Return](#) for the appropriate Form G1003
 - Form G1003 Jan –
 - Form G1003 Feb –

- Click **Import**
- Click the **Browser...** button
- Select your completed template

Double click on the template

- Click **Import**

9. Click **Submit**

Note: If the entries are correct in the template, then the variables will be populated.

10. Confirm your submission by clicking **Yes**

Confirmation Page. You can print the confirmation page, and or a copy of the return. Click OK to return to the main page. The import process is now complete.